



# SRI G.V.G. VISALAKSHI COLLEGE FOR WOMEN

Autonomous & Affiliated to Bharathiar University

Accredited at A<sup>+</sup> Grade by NAAC

Udumalpet – 642128, Tamil Nadu.

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## DEPARTMENT OF COMPUTER SCIENCE

### I UG Bridge Course Schedule: 2024-25

S.No	Faculty Name	Topics	Date
1	Mrs.B.Sasikala	<b>Understanding Word Processing:</b> Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation.	11/7/24 – Class (11.30 - 12.30)
2	Mrs.S.Aneesh Fathima	<b>Understanding Word Processing:</b> Formatting of text, Table handling; Spell check, language setting and thesaurus; Printing of word document.	11/7/24 - Class (2.30 - 3.30)
3	Mrs.N.Sathyapriya	<b>Knowing computer:</b> What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), Keyboard and Mouse.	11/7/24 - Class (1.30 - 2.30)
4	Mrs.S.Vanitha	<b>Managing Database:</b> Basics of Access; creating database; Creating Table; Adding and updating fields; Inserting and Viewing Data; Report creation.	11/7/24 –Class (9.30 – 10.30)
5	Ms.B.Abhisri & Ms.C.Kaviya	<b>Communications and collaboration:</b> Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Internet surfing.	12/7/24 – Lab (9.30 -10.30)
5	Ms.R.Anupriya	<b>Knowing computer:</b> Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Data and Information; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	12/7/24 – Lab (10.30 – 11.20)
6	Mrs.P.Mayil	<b>Using Spread Sheet:</b> Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet; Usage of graphs and charts.	11/7/24 – Lab (10.30 – 11.20)
7	Ms.K.Shreemathi	<b>Making Small Presentation:</b> Basics of presentation; Creating Presentation; Preparation and Presentation of Slides; Animation Effects; Slide Show; Taking printouts of presentation / handouts.	12/7/24 – Class (11.30 – 12.30)

# Photos of Bridge Course 2024 -25

